

ANIMAL SERVICE CENTER OF THE MESILLA VALLEY **BOARD OF DIRECTORS MEETING**

The following agenda will be considered at a regular Meeting of the Animal Service Center of the Mesilla Valley Board of Directors to be Held on Thursday, August 25th, 2022 at 9:00 am at the City Council Chambers, City Hall, 700 N. Main St., Las Cruces, New Mexico.

AGENDA

- I. Call to Order & Pledge of Allegiance
- II. Determination of a Quorum
- III. Changes to Agenda and Approval of Agenda
- IV. Minutes
 - a. Approval of the Minutes from the regular ASCMV Board Meeting held July 28th, 2022.
- V. Reports/Presentations
 - a. City and County ACO Reports City Animal Control and County Animal Control
 - b. Shelter Statistics/Activities Clint Thacker
 - c. Committee Reports
 - 1. Finance Eric Enriquez, Committee Chair
 - 2. Executive Becky Corran, Committee Chair
 - 3. Facilities Kasandra Gandara, Committee Chair
- VI. Public Input
- VII. Chair and Board Comments
- VIII. Adjournment

Next Meeting: Thursday, September 22nd, 2022 at 9:00 am.

If You Need an Accommodation for a Disability to Enable You to Fully Participate in this Event Please Contact Us 48 Hours Before the Event at <u>382-0018/v</u> or <u>541-2128/tty</u>. Posted Dated: August 19th 2022.

1		ANIMAL SERVICE CENTER OF MESILLA VALLEY
2 3 4		July 28, 2022 at 9:00 a.m.
5 6 7 8 9 10 11 12 13 14	BOAF	RD MEMBERS PRESENT: Becky Corran— Chair Lynn Ellins — Vice-Chair (arrived 9:06) Yvonne Flores - Board Member (arrived 9:06) Kasandra Gandara - Board Member (arrived 9:03) Fernando Macias - Board Member Manuel Sanchez - Board Member Eric Enriquez - Ex-Officio Member (arrived 9:03) Mary Lou Ward - Ex-Officio Member
15 16 17 18	I.	Call to Order & Pledge of Allegiance (9:00 a.m.): Chair Corran called the meeting to order.
19 20	II.	Determination of Quorum: A quorum was determined.
21 22 23 24	III.	Changes to Agenda and Approval of Agenda: Chair Corran requested to move discussion item VI A. Audit Entrance Presentation above item V of Reports/Presentations. Motion by Board Member Macias, second by Board Member Sanchez. Motion passed.
252627	IV.	Minutes
28 29 30		A. Approval of the Minutes from the regular ASCMV Board Meeting held June 23, 2022: Motion by Board Member Sanchez, second by Board Member Macias. Motion passed.
31 32 33 34 35 36 37 38 39	Audit	Entrance Presentation: Chris Garner gave the presentation. Planning has been going on remotely in July and they will be on site next week to continue the planning phase of the audit. The planning stage entails looking at the internal controls, document what they are, and test the internal controls; ASCMV has a separate test of the cash receipts. Another part of this stage is the state auditor compliance testing. The state auditor has a list of 13 to 15 items such as procurement, use of credit cards, travel, per diem, and etcetera. These must be tested by the auditors.
40 41 42 43 44 45 46		After these are all done the auditors do a risk assessment and fraud inquiries. The auditor will talk to management and others to get insight of any concerns people may have. They take that information, determine if there are exceptions with the internal control testing, and then take a risk assessment to determine what the audit plan is; what areas they are going to test. Currently they are in the process of that to get the risk assessment done prior to the field work in the October and

November time frame. All audits have to be submitted by December first to New Mexico State Auditor so the City can submit their financial statements to GFOA for the annual award in financial excellence.

The audit standards for auditors have requirements to do an audit under regular US auditing standards as well as government auditing standards to follow. The state audit rule makes sure they follow government auditing standards; look at internal control and expand the testing a little more than regular auditing standards. Their responsibilities are to audit the numbers that are presented to them to make sure they are materially correct; do samples, internal controls, but not every transaction. If there are errors it will not be enough to change the opinion of the readers of the financial statements. ASCMV's responsibilities are to make sure they have a trial balance and that it is in accordance with the standards that the auditors have to follow; generally accepted accounting principles (GAAP). They also need to make all decisions for the internal control processes and follow them.

Under scope there are six different entities that are a part of the audit; ASCMV is one of the six. They will issue a separate financial statement for ASCMV but they are also included in the City financial statements. The last section is other discussions which normally happens during the risk assessment. If anyone needs to get a hold of the auditors they can contact Josie or Bernice who can give out the cell phone numbers of the auditors. Everything discussed will be confidential; nothing can be talked about until the audit has been officially released by the state auditor. As the City goes for the GFOA award it should be done by the end of December. One thing everyone needs an understanding of is related party transactions. If there are any related parties where the entity is doing business please let the auditors know so they can look at those transactions. If anyone knows of fraud or has concerns of fraud please let the auditors know so they can look into them; if special procedures need to be done they can do that. In past years everyone has done a good job of bringing up concerns.

Chair Corran asked if there was a separate process for the GO Bond items. They do look at the GO Bond's while going through the audit; both with the City and ASCMV. There will be a new footnote in ASCMV's financial statements this year. They will gather all the bond information, make sure there are covenants and ASCMV is meeting those covenants, and etcetera.

V. Reports/Presentations

- A. CiPP Presentation: None available.
- B. City and County ACO Reports City and County Animal Control: Brian Hulsey from County ACO gave the report to include 256 reported strays of which 176 were picked up; 78 cats and 98 dogs. There were 14 sick or injured animals; seven cats and seven dogs. There were three owner release animals: all three dogs. A four year comparison chart of reported

strays was shown. A four year comparison chart of field return to owner was shown; 13 animals returned in. Additional animals picked up included four shelter quarantine, five home quarantines, and seven court hold facility quarantines. There were no rabies submissions for June.

A slide of the Geo Districts was shown. Animals picked up by Districts were shown; District 1 had one cats and two dogs; District 2 had 18 cats and 12 dogs; District 3 had 14 cats and 25 dogs; District 4 had 11 cats and 29 dogs; District 5 had eight cats and nine dogs; District 6 had six cats and six dogs; District 7 had 20 cats and 15 dogs. More people are starting to trap cats in District 7. A graph was shown of the stray cats picked up by District; a graph was shown of the stray dogs picked up by District. The reasons for the owner release animals included three vicious or livestock attacks; one bit a child, two were accused of attacking livestock. The Spay and Neuter Action Program contract numbers were given; 140 cats spayed, 89 cats neutered, 284 dogs spayed, 174 dogs neutered. Total amount of animals spayed or neutered came to 687. There were 117 cat rabies vaccinations, 97 cat microchips, 228 dog rabies vaccination, and 170 dog microchips. Total cat and dog rabies vaccinations and microchips was 612.

Officer Gino Jimenez from City ACO gave their report to include 454 stray animal calls; 203 were gone on arrival and 251 were apprehended. 205 were impounded at the ASCMV; 109 dogs and 96 cats. There were 46 successful field return with 10 unsuccessful for a total of 56 identifiable stray animals. A three year comparison chart of stray animal calls was shown; the 454 brings it to a total of 2,748 reported strays for the year which is similar to prior years. A three year comparison chart of field RTO was shown; 46 for the month brings a year total of 240. The Community Cat Program slide was shown; the green number showed the number of cats in traps the officers responded to and the blue number showed the number of community cats that were released out into the field. They responded to 32 cats in trap calls; of those seven were already identified as Community Cats so they were released.

Reasons for owner release included five dogs for aggression, one killed another pet, one bit a child in the household, five cats where the owner was unable to care for them any longer, two dogs were elderly and the owner relinquished them, one dog the owner was unable to care for any longer, and one dog was injured and the owner could not provide veterinary care. The reasons of being unable to field RTO include seven had no contact with the owner by phone or at the residence with one address in California, and three chips weren't updated. Board Member Sanchez stated that it's interesting to see the reported strays between 2020 and 2021; low in 2020 due to pandemic, uptick in 2021, and this year it's leveling out. However, the microchip and field RTO issues should begin a conversation on how to get owners to update their information.

C. Shelter Statistics/Activities: Clint Thacker gave the presentation; he is He thanked Bernice Navarro for gathering all the glad to be back. information and writing the report and presentation for Mr. Thacker as well as the other individuals at the Center who helps. Total animals at the Center is 511. Total intake was 827; 437 dogs and 377 cats which is the highest is the past few years. Mr. Thacker is concerned about the numbers as they seem to be going to pre-pandemic amounts. The returns were a total of six animals: five dogs and one cat. Reasons were mostly health issues and lifestyle changes with a behavior problem for the cat. Every time someone returns an animal the staff speaks with them to find solutions rather than return. The front staff diverted 230 animals coming into the Center using this process. June outcomes were at 18.7% adoptions with 155; reclaims were down a little bit at 8.8%, rescues 21.4%, Community Cats were 13.5%, and euthanasia was at 23.3% which is high due to the distemper issue for a total live release rate of 72.8%. The planning for handling the distemper was a success.

A slide was shown of the animals transferred to rescues or places animals are sent to; total of 177 transfers. Mr. Thacker thanked the local rescues for everything they do. Euthanasia reasons include medical for space for dogs and cats which means when staff needs to make euthanasia decisions they look at medicals, injured, sick, aren't responding, and euthanize those first. Other reasons include dog medical for Parvo; many puppies came through already having Parvo. Parvo takes up to 10 days to show clinical signs even though they can still pass it on. Staff has changed many intake procedures; staff is wearing PPE to shield them and other animals. They discussed barriers between staff and animals during the staff meeting. Total surgeries was 397 in June; very high number especially with only four days with contracted veterinarians. Mr. Thacker thanked the staff that stepped up to help Dr. Hadden take care of the animals while she was doing so many surgeries. Year to date surgeries are over 2,000.

Total visitors were the highest they've ever had in 2022; 1,556. This is due to opening up the Center for the public. The new way they're doing walk-throughs is more open rather than a staff member needing to be there. ASCMV is still doing adoptions on a volunteer basis; if someone calls wishing to see an animal they can make an appointment. Appointments in June was 108; 102 kept them which resulted in 60% of finalized adoptions. Walk-ins were 268 groups which resulted in 19% of finalized adoptions. The volunteer team has done 1,270 hours in June; they partnered with Doña Ana County and their intern program. There are 70 dog walking teams, 23 cats care teams who help clean cats, and 337 volunteers in the program. The website page views are in the normal range of 36,000 to 37,000 hits; not original views but every time you look at a page. Facebook views were shown; almost 3,500 views due to programs and volunteer programs

46

1

happening. The pets of the week are Rain the dog and Orange Thorpe the cat.

Board Member Flores asked how long they will have their interns for; when school started the numbers went down by half but some students may be in the accelerated program. Currently there's still five or six still in the program and those students are there all day. The student volunteers can still come during the school year if they wish to. Board Member Macias thanked the ASCMV and City who took on these interns. The county received a \$2.7 million grant from the Public Education Department. They on-boarded 850 high school students as County employees and they were placed in 300 different sites: ASCMV, the City, nonprofits, etcetera. They were paid \$13 an hour and could work up to 200 hours over a six to eight week period. The county program is also working with the schools who have programs that place students in different business and governmental settings during the school year; transition as many as possible. The original intent was to give them a placement during the summer and then work a situation out where if they wish to continue during the school year they will stay in their placements. If they continue it wouldn't be the same base of funds but the school would use their set of funds from a different program; unsure if they will be compensated at the same amount from the summer. Board Macias will let the school district know the ASCMV could use more interns if possible.

Board Member Gandara asked if there's a side by side comparison on surgeries year by year. Mr. Thacker stated they can get that information; it's also available on the yearly report online. Board Member Gandara would also like to see what the forecast and vision of what they'd like to see by the end of the year is month to month. She is glad they clarified the euthanasia reasons; it should be explained multiple times. She had heard from someone who stated they contacted ASCMV and a staff member told them not to bring animals there are they would just be euthanized which is not true. Education and enforcement is what is needed most. An article ran several weeks ago that stated ASCMV euthanized 27 animals in three days for space which was not true; staff wrote a clarification and sent it to the editor who pulled the article. Someone in that article was quoted who said they work for ASCMV when they don't. It's been a continual education process because the damage was done. Mr. Thacker did another interview on Tuesday explaining the process and clarification as well as how they can move animals out to make it to the live release rate.

D. Committee Reports

1. Finance - Eric Enriquez, Committee Chair: Board Member Enriquez stated they met last week but he was not able to attend. They discussed an item which will be brought later. Armando Lerma

gave the unaudited financial report for June. These financials are preliminary due to going through end of year audit process. There is a cash balance of \$683,671 and receivables of \$108,018 which makes up the total assets of \$791,689. Liabilities total \$69,410 with revenues collected in advance of \$315,416; this left an unassigned fund balance of \$406,819. Change in net position for all funds included General Fund total revenues at \$3,694,032 and total expenditures at \$3,409,333; \$705,000 in a transfer was taken earlier in the year. With those taken into account there is a total change of \$420,301 reduction.

The budget to actual change in net position is 96.1% of budgeted revenue and 88.7% of budgeted expenditures. The budget parameter is 100%. A line graph comparison of expenditures versus revenues was shown; trend shows revenues increased slightly from last month to \$297,000 but expenditures also increased. Percentage of total expenditures included 49% salary, 16.4% benefits, 17% services, 4% temporary services, 2% repairs and maintenance, 7% supplies, 2% insurance, 2% capital, and 1% in other. Board Member Flores asked what the transfer was; it was a transfer from the General Fund to a Capital Fund for Shelter furniture. The net change of \$420,301 was a reduction of the fund balance. Board Member Gandara asked if there's any outstanding expenditures; the numbers are not finalized Josie Trevino stated that if there are any and may change. outstanding expenditures it would most likely be for June services which were billed in July; would be paid in July or August. The amount would not exceed the budget amount.

- 2. Executive Becky Corran, Committee Chair: Chair Corran stated that the Executive Committee met on July 5th; her and Mr. Thacker. They discussed the upcoming agenda as well as planned for future conversations on communications and information they would like to share with the Board on future expansions and strategies.
- 3. Facilities Kasandra Gandara, Committee Chair: Board Member Gandara stated that Board Member Ellins and Mr. Thacker met. Board Member Ellins added that they discussed the construction of the new facility; it is proceeding on schedule and expect substantial completion this year. There is significant delay due to the door hardware but should be done by December. Mr. Thacker did a walkthrough yesterday with a live video on Facebook. There are now kennels for the intake area. The contractor said they are at a solid 78% to 80% completion.

VI. DISCUSSION

- **A.** Audit Entrance Presentation: Presented just after the item IV Minutes, on the agenda.
- B. ASCMV Feasibility Study Presentation: Mr. Thacker gave the presentation. They teamed up with ASA Architects who designed the new facility. They discussed changing the existing Center into a medical facility; animals that came in from ACO and over the counter, animals that got sick from being at the Center, and sterilizations at the Center. ASA came up with a plan to change most of what the ASCMV looks like. The new lobby, admin area, and restrooms won't be changed. What will be changed significantly are the kennels along the side, currently a small breed and intake kennel areas. These would be completely taken out. All kennels would be replaced and drains would be changed to a trench drain. The cat areas in the front would be changed to staging for surgery. The laundry area was not changed. The surgical area will have a prep are that they can prep three to five animals at a time.

There will also be some isolation rooms where they can treat animals individually or in groups, such as Parvo. There is currently an x-ray machine which will stay where it is. There will be two additional offices built on for the medical director and veterinarian. Additional add-ons were shown, enclosing outside areas to be inside areas. Mr. Thacker would like to have a generator. Currently if the power goes out there's no backup. If they have a generator they can run at 50% power for the entire Center. There is an additional large space that could be used for conferences, meetings, and etcetera. Due to a large square footage add on there would need to be restrooms as well.

Staff met five or six times with ASA Architects to come up with this design. The cost of this change would be \$7.6 million; construction cost estimated at \$5.4 million, soft costs including LEED certifications and furniture almost \$1 million, art requirement went up to 2% by ordinance, and etcetera. Mr. Thacker isn't requesting to fund this right now but they'd like to have this as soon as possible; this is the plan. Mr. Thacker will begin to have conversations in the following months with Councilors and Commissioners about possible funding options. There have not been any bites on a new veterinarian; continual frustration across the country. They will rewrite the job description as it's currently heavy on doing surgery all day, look at the salary which taps out at \$110,000 but needs to be slightly increased, need to better show extras like continuing education and licenses, and etcetera. Board Member Flores commented that housing is very difficult right now and the Housing Board is working to get affordable housing for people who can't afford one in the City, whether homeless or not.

There was discussion on treating Parvo; it attacks the intestines and so the animals die of dehydration. If one can catch it in time and start more fluids

 it can be healed; within a week there will be improvements. It's highly contagious before showing clinical signs as well as five to seven days after. The recovery rooms would have kennels with as few kept as possible. If this project was done in phases: phase one would be the kennels and drain system by taking the whole area out, putting new concrete, trench drain, and kennels in; phase two would be the surgical area; the final phase would be the back area and generator. Mr. Thacker can get pricing for those different phases. They do not currently have a lobbyist at legislature. Mr. Thacker has talked with Joanne Ferrary about one but it there are difficulties with the process; need it done a year in advance, etcetera. Board Member Gandara recommended they get a lobbyist and start advocating with the legislatures for capital outlay funding. A lot needs to be shovel ready. The City is working with their lobbyist; GO Bond is not an option right now.

Board Member Macias added that if they have something feasible now than it needs to get on the Infrastructure Capital Improvement Plan (ICIP) list by the middle of August. He recommends adding these priorities to the ICIP list rather than going out to find a lobbyist at this point. If the ASCMV gets a lobbyist they'd basically be competing with the City and county for money. It would make more sense to have discussions with the City and county on where ASCMV ranks in services and priorities so they can advocate through already established lobbyists; lobbyists don't come cheap. There will be an abundance of state funding this next year. If there are projects that there have been movements on then Mr. Thacker should send it to the City and county to be placed on the ICIP. Mr. Thacker can either talk with Board Member Macias directly or Michelle Blackwell handles the list. The County Commission recently adopted the list to be submitted but they still have opportunity to modify it. For the City Mr. Thacker can talk with Board Member Enriquez.

Board Member Gandara commented that as the ASCMV gets larger and larger there are laws on the books as it relates with animals that need attention which isn't ICIP. A lobbyist could help with that as well. She still strongly recommends the lobbyist while coordinating efforts with the county and City. She will have a conversation with the City lobbyist and City Manager at the upcoming meeting. Board Member Macias stated that it would be good for future long term to do what Board Member Gandara is recommending. If the Center wishes to move quickly with this session then there are two points: no lobbyist knows as much about animals, the care, and the institutional structure that is needed to support these efforts better than Mr. Thacker and the opportunity is there are only legislatures from this county that will be willing to support a Capital Improvement Project for the Center. There are 12 legislatures in this community that he needs to get on the side of the Center.

VII. ACTION ITEM

A. Resolution 2022-08: FY23 Budget Adjustments and Approval of Additional ASCMV Positions:

Mr. Thacker gave the presentation. There are three main items in the resolution which were grouped together for ease. There is additional money coming in from the county; increase of \$300,000. They are adjusting the FY23 budget in the amount of \$136,475 for purchasing fixtures, furniture and equipment, access control, security, and kennels for the new building. A previous amount of \$705,000 was approved but due to increase in cost they need more. The final item was worked out closely with the Executive Committee, City, and Mr. Thacker to authorize seven new full time positions; three office assistants and three animal care givers for the new Center as well as a TNR coordinator. It takes two or three months to go through the hiring process. Currently there is no extra funding being requested. The plan is to reassess six months into the budget and see how much is needed to supply them; there may be extra money in personnel.

The anticipated budget for the new positions would be roughly \$350,000 which includes benefits; there is concern that they will come to a point where the City or county are forced to increase their contributions. That would align with recurring funds at the county. The TNR Coordinator salary is estimated about \$50,000 to \$55,000. The job description will outline what the TNR Coordinator does. For the most part they will do major education in the community and individuals; mediate with individuals who have cat problems, work closely with the City and county ACOs on hotspots and major areas, scheduling future events, and etcetera. ASCMV always has materials on hand to mitigate issues with feral cats and animals. However. they need to have a discussion with the City and the county on whether ASCMV purchases deterrents or if the ACO provides them. If it's truly a partnership then perhaps the TNR Coordinator doesn't have to go out to each place and the Officers can help educate and hand out materials; depends on how many Officers are available, how many calls they have, time of year, and etcetera. If ASCMV can receive the grants they are trying to receive they will be able to purchase some deterrents, Best Friend's grant, Maddie's Fund, and etcetera.

There was discussion on the additional numbers of spaying and neutering with the TNR. ASCMV is already doing hotspot sterilizations and incorporating those into the weekly sterilization goals. They also accepted a large grant from Petco of \$50,000 which will be utilized to farm out these sterilizations to other vets; one vet does 20 surgeries a week. The City did approve the policy. A subcommittee also put a lot of hours and effort into creating a handbook which will have a lot of the operations and duties from all parties involved. The coordinator will do education, outreach, and get volunteers involved with this program. Chair Corran would anticipate that

there will be future budget adjustments to support this program and will increase the overall budget. When there is a better idea of how much those will be in the future then this Board will be able to review it and take it to the City to adjust their budget as there is priority on this program. The handbook should be finished within the next few months; only a couple meetings left with Mr. Thacker and Animal Control.

Board Member Macias added that in terms of legislative funding and outreach the ASCMV has an amazing constituency of animal advocates in the community who could be incorporated in whatever efforts are made to the local delegation of senators and representatives. He recommended having a select group at meetings to show the community support.

Motion by Board Member Flores, second by Board Member Gandara. Motion passed.

VIII. PUBLIC INPUT: Patsy Tarin commented that she spoke at the City Council meeting in regards to the TNR program. At the meeting they discussed hiring the TNR Coordinator which they said would probably happen within the next month but it seems it'll take longer. Chair Corran responded that this is one of two formal steps to make sure that it's officially approved and can be listed on the job description. As soon as those steps are finalized it can be moved to HR to be moving; a number of factors go into the hiring process which makes it longer than normal. Ms. Tarin asked if they were aware of a TNR event today. She asked the people at the event how many cats they expect to do and was told it would be 50 cats today; it is only two cats per person currently. Ms. Tarin has left her information at ASCMV to be included in any kind of hotspot events which could do targeting. She asked if the handbook would be the policies and procedures for the TNR Coordinator. Board Member Enriquez stated that the handbook discussed is a combination of the duties of the Shelter, the TNR Coordinator, and the Animal Control Officers; it should take a month or so. Ms. Tarin thanked all the Board Members and everyone who works within ASCMV and Animal Control for doing the best they can; she appreciates everything they're doing.

Samuel Maestas said that he likes cats and dogs and he love everyone who is standing up for them. Renee Chavez commented that she was made aware of a situation on behalf of fosters and what they do to accommodate the ASCMV. She would like to help them. She is retired from banking and is speaking on behalf of fosters and would like to connect with the community to help the Center; a foster did education for a community member and turned a negative situation into a positive one. Many fosters are medical techs and save the Shelter a lot of money by caring for the animals. Ms. Chavez asked the Board to continue using fosters and keep them involved; reinstate foster families.

Board Member Ellins stated that two or three employees wrote to the Board in regards to the foster who was terminated; most of the negativity was coming over

Facebook. He suggested that the employees who wrote to the Board also put the information on Facebook to show the other side of the story. Mr. Thacker was unaware that anyone wrote the Board. He stated that social media is a necessary evil; one person posting something inappropriate or not true can poison the batch of the positive message. Mr. Thacker tries to answer questions through private message and has not been feeding this on Facebook as it would be as though feeding a monster. The ASCMV point of view has already been posted on Facebook. The plan is to continue to spread the positive things going on. Employees are not permitted to comment whatever they want while representing the ASCMV; that was the issue with the foster who was terminated. The foster can still rescue but can't foster; they can foster for another rescue just not in the name of ASCMV. Mr. Thacker is thankful there is support from others at the Center.

Harriet Dannhaus commented that she would like to request an inspection of public records; she has it in writing. She would like to request and copy a list of all current fosters through ASCMV as well as a list of fosters who have been terminated within the past five years. With that she would like to know when they were terminated, how long they had fostered, what they were terminated for, and when they were notified of their termination. She is willing to pay the fee for these records. She's asked ASCMV several times why she was terminated and requested it in writing; she has yet to receive a firm answer on that. Chair Corran will e-mail her the place where she can submit the request.

Cheryl Hain commented that she's a new foster since May and had the unfortunate experience of ending up in the middle of the current mess. She believes that people underestimate what fostering costs; not only economic but also emotional. When an animal is in your home for an extended period of time there is an attachment and concern for long term consideration of the animals. She personally has spent \$600 on two fosters and helped them get adopted; Harriet took one animal up to Nebraska to be adopted. There are more animals that they can be handled; she has done fostering and advocacy for up to 30 years but never officially with the Shelter until recently. There is so much frustration with people's personalities, trying to get answers, and etcetera. She brought 26 letters from people at the rally who state that the version told by the staff at the Shelter doesn't match. No one was representing the Shelter nor were they rallying against the Shelter; they were off duty and rallying against the laws that allow three dogs to be returned to a place where two fosters walked in to see four dead dogs on the ground. There are also issues with the opinion that if someone is a volunteer they don't have a right to free expression. The rally was organized by multiple people but only one person was punished for it. Mr. Thacker knew about the rally for several days prior. The people were not representing the Shelter at the rally.

Ms. Hain added that veterinarians are a professional license which have scholarship and grant opportunities; one thing that keeps a professional from taking a job for \$110,000 is their student loan debt that they have to pay back

16

17

18 19

20

21 22

23

24

25

26

27 28

29 30

31

monthly. There are programs to help pay those back and if the Center works to make sure those are included in the offer could help garner more interest; there is a scholarship in New Mexico that will pay interest on the loans and federal programs that allow them to pay back based on income. Ms. Hain also has some additional public records request; the policy and procedures manual covering the fostering program. She has requested it numerous times but hasn't received it. Chair Corran will follow up with Ms. Hain.

Michelle Gonzalez commented that she came today to support the fosters. She believes that if there are members in the community to take care of the animals then that could help the Center; allow for less animals to be euthanized. She believes animals are amazing and can make a large impact on the community. She stated that foster Schneider has helped the animals and other fosters. Animals would do better in a big yard rather than two dogs per kennel.

IX. CHAIR AND BOARD COMMENTS: Board Member Gandara appreciates everyone who came out for public comment. They will look into the situation and have further conversations with Mr. Thacker on what the next steps are to move She added that she recommended having a strategic plan; this is an important part of future visions of the Center. She stated that she understands how invaluable fosters are to places like the ASCMV. There are also rules and regulations that must be followed but she thinks that people may be unaware of what those are. She asked for the policies and procedures for the volunteers; it needs to be put on the website so there's no question. She asked what the process would be in terms of IPPA requests since they are an entity that serves both the City and county. She asked Mr. Thacker to be clear on what those processes are for ASCMV; where they can send it, how they can request it, and the time frame to expect it.

Adjournment (11:30 p.m.) X.

BOARD OF DIRECTORS

32 33 34 35 Becky Corran, Chairperson 36 37 38 Lynn Ellins, Vice-Chair 39 40 41 42 Yvonne Flores, Board Member 43 44 45 46

1		Kasandra Gandara, Board Member
2		
3		
4		
5		Fernando Macias, Board Member
6		
7		
8		
9		Manuel Sanchez, Board Member
10		
11		
12		
13		Eric Enriquez, Ex Officio Member
14		
15		
16		
17		Mary Lou Ward, Ex Officio Member
18		
19		
20		
21	ATTEST:	
22		
23		
24		
25		_
26	Amanda Lopez Askin, County Clerk	



MEMORANDUM

To: Animal Service Center of the Mesilla Valley Board of Supervisors

From: Josie Trevino, Comptroller Initials: "T

Date: August 17, 2022

Subject: Animal Service Center of the Mesilla Valley Unaudited Financial Report

for July 31, 2022.

Attached are the unaudited financial results of the Animal Service Center operations for the period ended July 31, 2022. Some observations for your consideration:

- The Statement of Net Position (page 1) reported cash of \$1,294,864 in the General Fund. Total assets were \$1,300,064. Accrued payroll liabilities ended at \$56,481. Total liabilities were \$337,254. The unassigned fund balance was \$962,810.
- The Statement of Revenues, Expenditures, and Changes in Fund Balance Budget and Actual (page 2) showed YTD operating revenues in the General Fund at \$719,813 which is 18.7% of budget. YTD operating expenditures were \$137,914 which is 3.6% of budget. The operating income for the period is \$581,899.
- Operating revenues were at 18.7% due to the initial contributions from the City of Las Cruces and Dona Ana County of 22% of budgeted financial contributions. The remaining budgeted contributions will be paid in eleven equal payments for the remainder of the fiscal year. All expenditures were below the budget parameter of 8.3%.
- The Grants and Donations Schedule, page 8, provides a summary of grants and donations received.

CC: Leeann DeMouche, Director of Financial Services Initials:

CC: Armando Lerma, Accountant Initials: AL

Animal Service Center of the Mesilla Valley Statement of Net Position July 31, 2022 (Unaudited)

	ouly 01, 2022	(Griddinou)		
	Fund 7440 General Fund	Fund 7441 Capital Projects	Fund 9440 Capital Assets	Statement of Net Position
Assets	•			
Current Assets				
Cash & investments	\$ 1,294,864	\$ 733,000	\$ -	\$ 2,027,864
Accounts receivable	5,200		<u> </u>	5,200
Total Current Assets	1,300,064	733,000	- _	2,033,064
Capital Assets				
Equipment, net of accum depr	<u> </u>	-	166,945	166,945
Total Capital Assets	_		166,945	166,945
Total Assets	1,300,064	733,000	166,945	2,200,009
Liabilities Current Liabilities				
Accounts payable	-	-	-	-
Accrued wages payable Accrued payroll liabilities	- 56,481	-	-	- 56,481
Revenue collected in advance	280,773	- -	- -	280,773
Total Current Liabilities	337,254			337,254
Fund Balance				
Restricted	-	733,000	-	733,000
Unassigned	962,810	-	166,945	1,129,755
Total Fund Balance	962,810	733,000	166,945	1,862,755
Total Liabilities and Fund Balance	\$ 1,300,064	\$ 733,000	\$ 166,945	\$ 2,200,009

Animal Service Center of the Mesilla Valley Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual For the Period Ended July 31, 2022 (Unaudited)

	Budget	Actual	Actual/Bgt %
Revenues			
Pet licenses-CLC	\$ 40,669	\$ -	0.0%
Pet licenses-DAC	14,389	1,151	8.0%
Vaccinations	53,010	1,057	2.0%
Pet micro-chip	30,292	770	2.5%
Onsite adoptions	90,000	2,205	2.5%
Return to owner-DAC	15,806	2,440	15.4%
Return to owner-CLC	25,792	1,545	6.0%
Spay/neuter	79,349	2,385	3.0%
Dona Ana County	1,450,000	319,000	22.0%
City of Las Cruces	1,750,000	385,000	22.0%
City of Anthony	6,000	· -	0.0%
Donations & memorials	25,052	2,885	11.5%
Grant Revenue	237,519	· <u>-</u>	0.0%
City of Sunland Park	2,858	-	0.0%
Village of Hatch	335	_	0.0%
Other revenue	20,973	1,375	6.6%
Investment income	, <u>-</u>	, -	0.0%
Total revenues	3,842,044	719,813	18.7%
Expenditures			
Salary	1,815,834	83,319	4.6%
Benefits	576,986	29,352	5.1%
Temp agency services	130,000	-	0.0%
Repairs and maintenance	48,488	1,300	2.7%
Services	803,432	19,176	2.4%
Supplies	292,539	2,115	0.7%
Insurance	51,708	1,305	2.5%
Other	39,326	1,347	3.4%
Capital outlay	83,731	1,547	0.0%
		427.044	3.6%
Total expenditures	3,842,044	137,914	3.6%
Net income (loss)		581,899	
Net change in Fund Balance	<u> </u>	<u>581,899</u>	
Beginning Fund Balance		380,911	
Ending Fund Balance		<u>\$ 962,810</u>	

Animal Service Center of the Mesilla Valley Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual - Executive Director For the Period Ended July 31, 2022 (Unaudited)

	Budget	Actual	Actual/Bgt %
Expenditures			
Salary	123,593	5,306	4.3%
Benefits	53,612	2,413	4.5%
Temp agency services	-	-	0.0%
Repairs and maintenance	-	-	0.0%
Services	40,500	-	0.0%
Supplies	3,125	-	0.0%
Insurance	-	-	0.0%
Other	3,938	100	2.5%
Capital outlay			0.0%
Total expenditures	224,768	7,819	3.5%

Animal Service Center of the Mesilla Valley Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual - Medical Director For the Period Ended July 31, 2022 (Unaudited)

	Budget	Actual	Actual/Bgt %
Expenditures			
Salary	570,262	19,328	3.4%
Benefits	153,663	6,171	4.0%
Temp agency services	-	-	0.0%
Repairs and maintenance	-	-	0.0%
Services	355,428	-	0.0%
Supplies	66,846	498	0.7%
Insurance	-	-	0.0%
Other	16,500	-	0.0%
Capital outlay	83,731		0.0%
Total expenditures	1,246,430	25,997	2.1%

Animal Service Center of the Mesilla Valley Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual - Kennel Director For the Period Ended July 31, 2022 (Unaudited)

	<u>Budget</u>	Actual	Actual/Bgt %
Expenditures			
Salary	645,471	36,914	5.7%
Benefits	215,152	11,521	5.4%
Temp agency services	130,000	-	0.0%
Repairs and maintenance	48,488	1,300	2.7%
Services	9,515	-	0.0%
Supplies	177,256	1,313	0.7%
Insurance	-	-	0.0%
Other	17,888	1,249	7.0%
Capital outlay	_ _		0.0%
Total expenditures	1,243,770	52,297	4.2%

Animal Service Center of the Mesilla Valley Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual - Administrative Operations For the Period Ended July 31, 2022 (Unaudited)

	Budget	<u> Actual</u>	Actual/Bgt %
Expenditures			
Salary	476,508	21,771	4.6%
Beneftis	154,559	9,248	6.0%
Repairs and maintenance	-	-	0.0%
Services	397,989	19,176	4.8%
Supplies	45,313	303	0.7%
Insurance	51,708	1,305	2.5%
Other	1,000	<u></u> _	0.0%
Total expenditures	1,127,077	51,802	4.6%

Animal Service Center of the Mesilla Valley Statement of Revenues, Expenditures, and Changes in Fund Balance as of July 31, 2022 (Unaudited)

General Fund 7440

	Revised	Budget	July 2	2022	Т	otal	Actual/B	gt %
Revenues								
Pet licenses-CLC	\$	40,669	\$	-	\$	-	(0.0%
Pet licenses-DAC		14,389	1	,151		1,151		8.0%
Vaccinations		53,010	1	,057		1,057		2.0%
Pet micro-chip		30,292		770		770		2.5%
Onsite adoptions		90,000	2	,205		2,205	:	2.5%
Return to owner-DAC		15,806	2	2,440		2,440	1:	5.4%
Return to owner-CLC		25,792	1	,545		1,545	(6.0%
Spay/neuter		79,349	2	,385		2,385	;	3.0%
Dona Ana County	1,4	50,000	319	,000	3	19,000	2	2.0%
City of Las Cruces	1,7	50,000	385	,000	38	85,000	22	2.0%
City of Anthony		6,000		-		-		0.0%
Donations & memorials		25,052	2	,885		2,885	1	1.5%
Grant revenue	2	237,519		-		-	(0.0%
City of Sunland Park		2,858		-		-		0.0%
Village of Hatch		335		-		-		0.0%
Other revenue		20,973	1	,375		1,375	(6.6%
Investment income								0.0%
Total revenues	3,	842,044	71	9,813		719,813	18	8.7%
Expenditures								
Salary	1,8	15,834	83	,319		83,319		4.6%
Benefits		76,986		,352		29,352		5.1%
Temp agency services		30,000		_		<i>-</i>	(0.0%
Repairs and maintenance		48,488	1	,300		1,300		2.7%
Services		303,432	19	,176		19,176		2.4%
Supplies		295,039		,115		2,115	(0.7%
Insurance		49,208	1	,305		1,305		2.7%
Other		39,326	1	,347		1,347	;	3.4%
Depreciation		-		-		-	(0.0%
Capital outlay		83,731		-		_	(0.0%
Total expenditures	3,8	342,044	137	',914	1	37,914		3.6%
Net Operating Income (Loss)			581	,899	5	81,899		
Net Change in Fund Balance	\$		\$ 581	,899	\$ 5	81,899		

Animal Service Center of the Mesilla Valley Grants and Donations Schedule as of July 31, 2022

		Award	Life-to-Date	Remaining			
Project Name		Amount	Expenditures	Balance	Type	End Date	Purpose
Best Friends Executive Leadership	adership	\$ 5,000	1,249	\$	3,751 Local Grant	Until Spent	To cover any expenses associated with the Best Friends Executive Leadership Program
Carroll Petrie Foundation	nc	\$ 25,000	24,927	\$	73 Local Grant	Until Spent	No stipulations
Maddie's Pet Foster Care COVID Stimulus	Stimulus	\$ 10,000	3,888	\$	6,112 Local Grant	Until Spent	Supports ASCMV Foster Care Efforts
Carroll Petrie Foundation		\$ 150,000	129,229	\$	20,771 Local Grant	Until Spent	For general operating Support
Best Friends Animal Society	y	\$ 40,000	20,933	S	19,067 Local Grant	Until Spent	
Pet Smart Charities		\$ 1,000	-	\$ 1,000	1,000 Local Grant	Until Spent	
Petco Love Grant		\$ 50,000	1	\$ 50,000	50,000 Local Grant	02/15/2023	Lifesaving purposes
TNR Mobile Unit		\$ 150,000	ı	\$ 150,000	150,000 Local Grant	04/30/2023	Exclusively for the purchase of a new TNR mobile unit
Pet Smart Shelter Impact Relief Grant	f Grant	\$ 30,000	-	\$ 30,000	30,000 Local Grant	11/30/2022	Support movement of adoptable an imals for adoption, transport and/or other positive outcomes

\$ 280,773

Animal Services Center of the Mesilla Valley Monthly Statistics Report-July 2022

		(:	;	t	Avian	Avian	Livestock (horse, goat, sheep, pig,	Wildlife (skunk, bat, coyote, fox,	
121 × 11 × 1	0;	Dogs	Cars	Kabbits	кершеѕ	Pers	F	L, W	donkey)	raccoon)	l otal
INIAKE	City of Las Cruces	ļ	(I
	Owner Surrender	47	25								72
	Returned Adoptions	2	0								5
	Seized/Welfare Hold	10	0								10
	Strays (brought in by the public)	62	72								134
	Strays (brought in by Animal Control)	91	48	1	1			1			142
	Wildlife									1	1
	Subtotal City of Las Cruces	215	145	1	1	0	0	1	0	1	364
	Doňa Ana County										
	Owner Surrender	42	0								42
	Returned Adoptions	0	0								0
	Seized/Welfare Hold	12	3								15
	Strays (brought in by the public)	45	34								79
	Strays (brought in by Animal Control)	136	69								205
	Wildlife										0
	Subtotal Doña Ana County	235	106	0	0	0	0	0	0	0	341
	Anthony, NM	23	7								30
	Hatch	7	0								1
	Mesilla	0	2					3			5
	Sunland Park	2	7								6
	WSMR										0
	Born In Care	1	4								5
	Community Cats										0
	Jurisdiction Unknown/Other										0
	Transfers In										0
	Total Intake	477	271	1	1	0	0	4	0	1	755

<i>]</i>		0	0	0	0	0	0	0	0	0	0	0	0	0	194	8	7	0	75	147	92	0	44	. 6	0	15	0	∞	က	7	0	0	0	7	_	0	7	0	0	10	0	0	14	က
Total															`																													
Wildlife (skunk, bat, coyote, fox, raccoon)														0																														
Livestock (horse, goat, sheep, pig, donkey)														0																														
Avian L, W														0	3																												1	
Avian E														0																														
Pocket Pets														0																														
Reptiles														0																														
Rabbits														0	1																													
Cats														0	75	5	2		0	65	92	5	7	0		0		2	2	0				0	0		0			10			7	_
Dogs														0	115	3	0		75	82	0		37	3		15		9	1	7				2	1		2			0			9	0
	Admin Missing	Foster-Escaped	Foster-Lost Contact	Foster-Stolen From	FTA-Escaped	FTA-Lost Contact	FTA-Stolen From	FTA-Gave Away	Offsite-Missing	Offsite-Stolen From	Shelter-Escaped	Shelter-Missing	Shelter-Stolen From	Subtotal Admin Missing	Adoptions	Expired in Shelter Care	Expired in Foster Care	DOA	Return to Owner	Transferred Out (Rescues)	Community Cats (TNR)	Wildlife Release	Owner Request Euthanasia	Court Order	Euthanized	Behavior - Aggressive - Dog	Behavior - Aggressive - Other Animals	Behavior - Aggressive - People	Behavior - Feral	Behavior - High Arousal Level	Behavior - Problem Eliminator	Behavior - Resources Guarding	Behavior - Timid	Behavior - Timid - Fear Biter	Medical - Distemper Suspect - Resp/Gl	Medical - Distemper - Exposed	Medical - Distemper - TX	Medical - Distemper - Non TX	Medical - Failure of Vital Function	Medical - Failure To Thrive	Medical - Felv	Medical - FIV	Medical - General	Medical - Geriatric
	OUTCOME	(city and county)																																										

				7,7	13,10	Pocket	Avian	Avian	Livestock (horse, goat, sheep, pig,	Wildlife (skunk, bat, coyote, fox,	j
	Medical - HW Positive - TX	shor	Cats	Nabbits	vebnies	Clar	E	L, W	donkey)	raccoorij) Olar
	Medical - HW Positive - Non TX										0
	Medical - Mange - TX										0
	Medical - Mange - Non TX										0
	Medical - Mass										0
	Medical - Neurological										0
	Medical - Organ Failure										0
	Medical - Parvo - Exposed										0
	Medical - Parvo - TX										0
	Medical - Parvo - Non TX	19	0								19
	Medical - Pregnant										0
	Medical - Prolapse										0
	Medical - Respiratory Signs - TX	0	9								9
	Medical - Respiratory Signs - Non TX	0	27								27
	Medical - Ringworm										0
	Offsite Euthanasia										0
	Rabies Suspect - General										0
	Rabies Suspect - Injured										0
	Rabies Suspect - Sick/Symptomatic										0
	Rabies Suspect - Wildlife										0
	Severe Injuries - Animal Attack										0
	Severe Injuries - General	0	1							1	2
	Severe Injuries - Hit By Car	3	3	1							7
	Space - Behavior	2	0								2
	Space - General										0
	Space - Medical	15	15								30
	Wildlife - Nuisance										0
	Subtotal Euthanized	81	74	1	0	0	0	1	0	1	158
	Euthanasia Rate	17.0%	27.3%	100.0%	na	na	na	25.0%	na	100.0%	20.9%
	Total Outcome	393	320	2	0	0	0	4	0	1	723
Grand Total	Intake*	477	271	1	1	0	0	4	0	1	755
	Outcome*	393	320	2	0	0	0	4	0	1	723
Statistics	Live Release Rate	77.1%	75.8%	20.0%	na	na	na	75.0%	na	%0 '0	76.3%
	Euthanized, Expired in Care, DOA	84	81	1	0	0	0	1	0	1	168
	Average Intake/day	15.4	8.7	0.0	0.0	0.0	0.0	0.1	0.0	0.0	24.4
	Average Outcome/day	12.7	10.3	0.1	0.0	0.0	0.0	0.1	0.0		23.3
	Average Euthanizations/day	2.6	2.4	0.0	0.0	0.0	0.0	0.0	0.0	0.0	5.1
	Average RTO/day	2.4	0.0	0.0	0.0	0.0	0.0	0.0	0.0		2.4
	Average Adoptions/day	3.7	2.4	0.0	0.0	0.0	0.0	0.1	0.0	0.0	6.3

**ASCMV Instagram -- people reached; impressions; ad clicks **ASCMV Snapchat -- impressions; ad clicks

**ASCMV Website Page Views -- 44,594
**ASCMV Facebook Page Views -- 4,473